

**Nevada State Board  
of Massage Therapists**  
1755 E. Plumb Lane Suite 252  
Reno, NV 89502  
Phone (775) 688-1888  
Fax (775) 786-4264



**Email:**  
nvmessagebd@state.nv.us

**Website:**  
<http://massagetherapy.nv.gov>

**Nevada State Board  
of Massage Therapists**  
101 Convention Center Drive Suite 830  
Las Vegas, NV 89109  
Phone (702) 486-2212  
Fax (702) 486-3658

**INVESTIGATOR, COMPLIANCE/ENFORCEMENT**  
**Location – Las Vegas**  
**Salary Range \$40,000.00 to \$55,000.00 DOE**

Under general supervision of the Executive Director, is responsible for all investigative, law enforcement and program related activities of investigative.

Coordinate and direct the compliance/enforcement activities of the state based on agency goals and objectives through the development of appropriate staffing levels and assignments; work jointly with public officials, local law enforcement and the community in maintaining a comprehensive compliance/enforcement program; provide support or backup to allied agencies.

Perform background investigations on all applications submitted to the Board in a timely manner. Review complaints, problems or requests and assign to staff; activities are monitored on a daily basis and final reports are reviewed and checked for accuracy, clarity and format to ensure policy and procedure is followed. As designated by NRS 640C.

Direct specialized investigations involving activities of businesses, their owners and/or employees; submit reports and recommendations to the Board for review.

Oversee the training of staff based on projected or recommended needs in the area of enforcement, investigations, inspection and regulations and related laws; review and approve training programs to ensure compliance with program goals and objectives.

Perform research to identify program needs, implement new procedures, develop written proposals and presents to management; submit requests for procedural changes in order to improve compliance and enforcement techniques.

Respond to public or industry complaints or requests by answering questions and providing information, explaining procedures, rules and resources; develop training programs and provide assistance to promote awareness, education and good relations; perform the duties of the Executive Director in his/her absence.

Work directly with the Executive Director, agency head, business representatives, the complainant, judicial system, and law enforcement agencies regarding complaint resolution, regaining compliance, pursuing criminal prosecution, imposing administrative sanctions, penalties or addressing before a board or commission; may provide testimony in a court of law.

Supervise a staff of investigators that perform compliance/regulatory duties for the Board.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 640C., all positions in this class have been identified as affecting public safety.
- \* Applicants must possess a valid driver's license at the time of appointment and throughout employment.

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, psychology, business administration or closely related field and four years of investigative and/or law enforcement experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution. Determinations are based on evidence collected, applying laws, rules or regulations and thorough analysis and verification of data. Work experience may be obtained in law enforcement, investigative, regulatory, program related or comparable setting; **OR** high school graduation or equivalent (GED) and six years of investigative or law enforcement experience as outlined above; **OR** two years as a Compliance/Enforcement Investigator III in Nevada State service; **OR** an equivalent combination of education and experience

## ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES

(Required at time of application):

**Thorough knowledge of:** rules of evidence, rights of citizens, general law enforcement.

**Knowledge of:** record keeping practices and procedures.

**Ability to:** gain the respect of others; negotiate and formulate complaint resolution; explain methods and requirements for compliance with agency policy; assist in the development of division goals, objectives, operating policy and procedure.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** Nevada Revised Statutes 640C, agency policy and procedure and federal laws that pertain to the supervision of investigative and enforcement activities. **Knowledge of:** supervisory principles and practices as

well as Board personnel policy necessary to supervise subordinate personnel.

**Ability to:** maintain cooperative working relationships with law enforcement agencies, government officials, the judicial system, and the general public; provide in-service training to subordinates on program rules and regulations, investigative and enforcement techniques; motivate others to take appropriate action; communicate program goals, policy and procedures to subordinate staff, law enforcement agencies, the judicial system and the general public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

**To Apply:** Mail resume' to NSBMT Attn: Lisa Cooper, 1755 E. Plumb Lane Suite 252, NV 89502 or

Email to [locooper@lmt.nv.gov](mailto:locooper@lmt.nv.gov). Position open until filled.